

ORDINANCE NO. 6967 (NEW SERIES)
(AS AMENDED THROUGH JUNE 27, 2014)

AN ORDINANCE DESIGNATING THE CLASSES, AUTHORIZED POSITIONS AND PROVIDING FOR THE COMPENSATION OF OFFICERS, ASSISTANTS, DEPUTIES, CLERKS, ATTACHES AND OTHER PERSONS EMPLOYED IN THE OFFICES, DEPARTMENTS AND INSTITUTIONS OF THE COUNTY OF SAN DIEGO AND PROVIDING RULES AND REGULATIONS RELATIVE THERETO AND REPEALING ALL RESOLUTIONS AND ORDINANCES INCONSISTENT THEREWITH.

CHAPTER 1

GENERAL PROVISIONS

ARTICLE 1.1: INTRODUCTORY PROVISIONS

OF SAN DIEGO. SECTION 1.1.1: TITLE. This ordinance shall be known as the COMPENSATION ORDINANCE OF THE COUNTY OF SAN DIEGO.

SECTION 1.1.2: CHAPTER, ARTICLE AND SECTION HEADINGS: GENDER, NUMBER. Chapter, article and section headings contained herein shall not be deemed to govern, limit, modify or in any manner affect the scope, meaning or intent of any section hereof. The masculine gender includes the feminine. The singular number includes the plural and the plural the singular.

SECTION 1.1.3: DEFINITIONS. In this ordinance unless the context or subject matter otherwise requires:

- (1) "Appendix One" is the Salary Schedule by Job Code Report (Salary Schedule) that contains a list of classes in the Classified and Unclassified Services along with class numbers, hourly, biweekly or annual salary rates applicable within the range; and designations showing whether eligible for variable entrance step, representation status, eligibility for overtime, and eligibility for a benefit program.

(Amended 04/02/04, Ord. No. 9630)
(Amended 01/18/08, Ord. No. 9912)

- (2) "Appointing Authority" is the head of a department, office, board or commission who has the power by law or lawfully delegated authority to make appointments to or remove persons from County service.

(Amended 01/18/08, Ord. No. 9912)

- (3) "Appointment, Permanent," and "Appointment, Temporary" have the meanings respectively ascribed to them in Sections 4.2.4, 4.2.6 and 4.2.7 of Rule IV, of the Rules of the Civil Service.

(Amended 01/18/08, Ord. No. 9912)

- (4) "Biweekly Pay Period" is the 14-day period commencing Friday, July 10, 1959, and ending at midnight of the second Thursday thereafter, and each subsequent 14-day period.

(Amended 01/18/08, Ord. No. 9912)

- (5) "Board" means the Board of Supervisors of the County.

(Amended 01/18/08, Ord. No. 9912)

- (6) "Broadband Class" is a classification with only minimum and maximum salary rates where salary placement is determined according to the guidelines established by the Director.

(Added 01/18/08, Ord. No. 9912)

- (7) "Class" is a position or group of positions similar with respect to duties and responsibilities. Synonymous with "classification."

(Amended 01/18/08, Ord. No. 9912)

- (8) "Classified Service" is all appointments in the County service not specifically included in the Unclassified Service in the County Charter, Section 908.2.

(Amended 01/18/08, Ord. No. 9912)

- (9) "Commission" is the San Diego County Civil Service Commission.

(Amended 01/18/08, Ord. No. 9912)

- (10) "Compensation" is any salary, wage, fee, allowance, or other emolument paid to an employee for performing the duties and exercising the responsibilities of a position.

(Amended 01/18/08, Ord. No. 9912)

- (11) "Continuous Service" is County service in a regular status uninterrupted by separation. However, that continuous service immediately prior to separation of a permanent/regular employee because of disability retirement or layoff shall be counted in computing the continuous service of such permanent employee if he/she returns to County service in a regular status within three (3) years of separation. Continuous Service for the purposes of this Compensation Ordinance shall mean "Service Date".

(Amended 06/27/03, Ord. No. 9562)

(Amended 01/18/08, Ord. No. 9912)

- (12) "County" is the County of San Diego.

(Amended 01/18/08, Ord. No. 9912)

- (13) "County Department" or "Department of the County" includes office, department, agency and institution of the County.

(Renumbered 01/18/08, Ord. No. 9912)

- (14) "County Service" means the Classified and Unclassified Services.

(Amended 01/18/08, Ord. No. 9912)

- (15) "Director" means the Director, Human Resources.

(Amended 07/01/88, Ord. No. 7479)

(Amended 04/02/04, Ord. No. 9630)

(Amended 01/18/08, Ord. No. 9912)

- (16) "Domestic Partner" means the employee is in a recognized domestic partnership having: (a) Registered a domestic partnership with the State of California per California Family Code, Section 297-297.5; or (b) Submitted a signed "Affidavit for Enrollment of Domestic Partners" to the Benefits Division, Dept of Human Resources.

(Added 01/18/08, Ord. No. 9912)

- (17) "Employee" includes all officers and employees of the County of San Diego.

(Renumbered 01/18/08, Ord. No. 9912)

- (18) "Fiscal year" means the period commencing on July 1st and ending on June 30th next following.

(Amended 01/18/08, Ord. No. 9912)

- (19) "High Water Mark" is the number of vacation credits each employee possessed at the conclusion of a specified pay period.

(Added 01/18/08, Ord. No. 9912)

"Interim Temporary".

(Repealed 01/18/08, Ord. No. 9912)

- (20) "Overtime Code Designator" are codes ("E", "N" and "X") that indicate the rules governing eligibility and the compensation for overtime.

(Added 01/18/08, Ord. No. 9912)

- (21) "Paid Service" is actual time worked, paid holidays, paid leave of absence, and compensatory time off, followed by a return to work. Paid service shall not include overtime worked or standby time.

(Renumbered 06/17/88, Ord. No. 7477)

(Amended 01/18/08, Ord. No. 9912)

- (22) "Payroll Fiscal Year" is comprised of 26 or 27 biweekly consecutive pay periods. The Payroll Fiscal Year varies from year-to-year but closely parallels the Budget Fiscal Year. The official payroll fiscal year (i.e., payroll calendar) is established by the Deputy Chief Administrative Officer/Auditor & Controller and published on the County's intranet.

(Added 01/18/08, Ord. No. 9912)

(Amended 01/10/14, Ord. No. 10314)

- (23) "Permanent Part-Time" is a Classified employee that has attained permanent status and works fewer hours weekly/biweekly than the number of hours designated for a full regularly scheduled work period.

(Added 01/18/08, Ord. No. 9912)

- (24) "Permanent Status" indicates an employee has successfully passed a probationary period and has maintained continuous service.

(Added 01/18/08, Ord. No. 9912)

- (25) "Present Employment" is the most recent continuous service upon entry or re-entry into County service.

(Renumbered 06/17/88, Ord. No. 7477)
(Amended 01/18/08, Ord. No. 9912)

- (26) "Range" is the salary rates, from entry to top, for each class as established in Sections 2.1.1 and 3.1.

(Renumbered 06/17/88, Ord. No. 7477)
(Amended 01/18/08, Ord. No. 9912)

- (27) "Rate" or "Rate of Compensation" are the specific base amount of compensation (calculated biweekly, hourly, or as a special rate) established for a specific period of work, exclusive of added premiums or pay for special conditions.

(Renumbered 06/17/88, Ord. No. 7477)
(Amended 01/18/08, Ord. No. 9912)

- (28) "Regular Employee" is an employee who has attained permanent status or a new probationary employee eligible for benefits.

(Added 01/18/08, Ord. No. 9912)

- (29) "Reinstatement" is the reappointment of a person to make them whole, accompanied with the restoration of seniority points or rights.

(Added 01/18/08, Ord. No. 9912)

- (30) "Rules" are the Rules of the Civil Service.

(Renumbered 06/17/88, Ord. No. 7477)
(Amended 01/18/08, Ord. No. 9912)

- (31) "Service Hours and /or Hours of Service" for the purposes of this Compensation Ordinance shall mean any paid time, excluding overtime hours. Service hours also include Short-term Voluntary Work Furlough and Voluntary Time Off hours.

(Added 06/27/03, Ord. No. 9562)
(Renumbered 01/18/08, Ord. No. 9912)

- (32) "Standard Hours" ("Normal/Regular Hours") is the number of hours per week an employee is authorized to work by the Appointing authority.

(Added 01/18/08, Ord. No. 9912)

- (33) "Standard Work Day" is either: 1) eight (8) consecutive hours of work exclusive of a lunch period in a consecutive 24-hour day or, 2) eight and one-half (8½) hours of work (no split shifts) in twenty-four (24) hours.

(Added 01/18/08, Ord. No. 9912)

- (34) "Step" or "Salary Step" is a rate of compensation at prescribed increments within a range.

(Renumbered 06/17/88, Ord. No. 7477)

(Renumbered 06/27/03, Ord. No. 9562)

(Amended 01/18/08, Ord. No. 9912)

- (35) "Step Class" is a classification with 1 or more salary steps.

(Added 01/18/08, Ord. No. 9912)

- (36) "Temporary Appointment" is a time limited appointment provided for in the Civil Service Rules which may be utilized for either regular (benefited) or temporary (hourly) employees.

(Added 01/18/08, Ord. No. 9912)

- (37) "Temporary Employee" is an employee with an hourly pay status who is not eligible for benefits.

(Added 01/18/08, Ord. No. 9912)

- (38) "Unclassified Service" includes all classes in the County Charter exempted from the Classified Service.

(Renumbered 06/17/88, Ord. No. 7477)

(Renumbered 01/18/08, Ord. No. 9912)

- (39) "Variable Entry" allows an employee's hourly rate of pay to be set above the normal entry step for step classifications, or above the minimum of the range for broadband classifications, based upon the employee's education/experience and established criteria for salary placement in the class.

(Added 01/18/08, Ord. No. 9912)

(Amended 09/25/09, Ord. No. 10008)

- (40) "Work Period" is the number of hours in a work period (7 or 14 days) that an employee is authorized to work.

(Added 01/18/08, Ord. No. 9912)

(41)	Abbreviations used in this ordinance shall have the following respective meanings:	
	"AE"	- Appraisal, Electronic Data Processing, Fiscal and Purchasing Unit
	"AM"	- Child Support Program Attorney Unit
	"AS"	- Child Support Program Attorney Supervising Unit
	"CC"	- Deputy County Counsel Unit
	"CE"	- Confidential Employees
	"CEM"	- Confidential Employee, Management
	"CL"	- Clerical Unit
	"CM"	- Construction, Maintenance, Operations & Repair Work Unit
	"CR"	- Crafts Unit
	"CS"	- Deputy County Counsel Supervisors Unit
	"DS"	- Deputy Sheriffs Unit
	"DA"	- District Attorneys Unit
	"DI"	- District Attorney Investigator's Unit
	"DM"	- District Attorney Investigator's Middle Management Unit
	"EO"	- Elected Officers
	"EM"	- Executive Management
	"FS"	- Food Services Unit
	"HS"	- Health Services Unit
	"MA"	- Management Employees
	"MM"	- Middle Management Unit
	"NA"	- Not Represented Administrator
	"NE"	- Not Represented Executive
	"NM"	- Not Represented Manager
	"NR"	- Not Represented
	"NS"	- Not Represented Support
	"PD"	- Public Defender Unit
	"PM"	- Public Defender Management Unit
	"PO"	- Probation Officers Unit
	"PR"	- Professional Unit
	"PS"	- Public Service Unit
	"RN"	- Registered Nurses Unit

(41)	Abbreviations used in this ordinance shall have the following respective meanings:	
	"SM"	- Sheriffs Management Unit
	"SO"	- Supervising Probation Officers Unit
	"SS"	- Social Services Supervisors Unit
	"SW"	- Social Workers Unit
	"UM"	- Unclassified Management

When used in the Appendix or Salary Schedule, these abbreviations show, in the column headed "Union Code," the representation status of the classes so designated, whether represented by a recognized employee organization, or not (e.g., CE, CEM, EM, NA, NE, NR, UM etc.).

(Renumbered 06/17/88, Ord. No. 7477)
 (Amended 10/07/88, Ord. No. 7533)
 (Amended 07/27/90, Ord. No. 7789)
 (Amended 06/11/93, Ord. No. 8248)
 (Amended 11/12/93, Ord. No. 8322)
 (Amended 03/15/96, Ord. No. 8650)
 (Amended 12/18/98, Ord. No. 8987)
 (Amended 05/03/01, Ord. No. 9320)
 (Amended 12/14/01, Ord. No. 9405)
 (Amended 04/02/04, Ord. No. 9630)
 (Amended 06/23/06, Ord. No. 9783)
 (Amended 01/18/08, Ord. No. 9912)

SECTION 1.1.4: CONTINUATION. The provisions of this ordinance, insofar as they are substantially the same as the provisions of Ordinance No. 4961 (New Series), as previously amended, being the Salary Ordinance of the County of San Diego relating to the same subject matter, shall be construed as restatements and continuations and not as new enactments.

SECTION 1.1.5: ADMINISTRATIVE CLARIFICATION. In the event any provision of this ordinance needs clarification, or in the event of an inadvertent typographical or publication error, the Chief Administrative Officer may, with the advice of County Counsel, issue administrative instructions clarifying the intent of said provisions as enacted. Such administrative instructions shall expire sixty (60) days from the date they were issued unless they are included in amendments added to this ordinance by formal action of the Board of Supervisors.

SECTION 1.1.6: SEVERABILITY CLAUSE. If any section, subsection, paragraph, sentence, clause, schedule, item in a schedule, or phrase of this ordinance is for any

reason held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this ordinance, it being hereby expressly declared that this ordinance and each section, subsection, paragraph, sentence, clause, schedule, item in a schedule, and phrase thereof would have been adopted irrespective of the fact that any one or more other sections, subsections, paragraphs, sentences, clauses, or schedules, items in a schedule, or phrases be declared invalid or unconstitutional.

SECTION 1.1.7: AMENDMENTS. This ordinance may be amended from time to time in accordance with the County Charter. This ordinance as originally adopted or as hereafter amended, shall remain in force and effect until superseded by the adoption of a later amended or revised Ordinance.

SECTION 1.1.8: REPEALS. This ordinance shall supersede the provisions of Ordinance 4961 (New Series) as previously amended and further amended herein. All ordinances and resolutions inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 1.1.9 INCONSISTENT LANGUAGE – CHARTS/TABLES. Charts and tables are used for illustrative purposes in various sections of this Ordinance. To the extent that any portion of a chart or table is inconsistent with language in the sections themselves, the language of the section will control over the chart or table.

(Added 01/18/08, Ord. No. 9912)

This page is left blank to accommodate future changes.